

PART I - THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION

G.1 MOBILE SHOWER FACILITY - MILEAGE

- 1.1 Mobile Shower Facility Units shall be ordered from the Designated Dispatch Points and leave from the Base of Operations during the availability dates of identified in Section B. For payment purposes, mileage shall be measured from the location of the Contractors Mobile Shower Facility Unit at time of dispatch to the incident(s) and return using the Rand McNally Road Atlas© or Microsoft Expedia Streets & Trips© to the town nearest the incident and from there to the incident on Government verified odometer readings. If the Contractors Mobile Shower Facility Unit has been released from an incident, the mileage shall be measured from the town nearest the incident to the next assigned incident based on Government verified odometer readings. If the Contractor is not dispatched from one incident to another, mileage shall be measured from the last incident location to the Base of Operations in the Section B or other location approved by the Contracting Officer.
- 1.2 Mileage for transporting the Mobile Shower Facility Unit (including all equipment, materials, supplies and personnel to support the operation), to and from the incident shall be at the rates offered in the Section B. Additional mileage rates shall not be paid for getting supplies or making repairs on the Mobile Shower Facilities Unit while at an incident.
- 1.3 All mileage to provide potable water to the Mobile Shower Facility Unit or other use shall be measured from the incident to the water source and the return by using Government verified odometer readings and paid at the rates offered in the Schedule of Items.
- 1.4 If an order for a Mobile Shower Facility Unit is canceled before reaching the incident, the Contractor shall be paid for actual mileage incurred, if applicable, at the rates specified in the Schedule of Items. The actual mileage shall be measured by Contractor verified odometer readings and documented in the remarks block on Form 1276-C, Daily Shower Order/Invoice Sheet.
- 1.5 Mileage shall not be paid for an additional Mobile Shower Facility Unit voluntarily brought to an incident.
- 1.6 When equipment is released from one incident and subsequently reassigned to another prior to returning to its Base of Operations, it is the Contractors responsibility to inform the COR or FACIL at the new incident of any changes or corrections in return mileage indicated on invoices submitted on prior incidents. The information shall be clearly documented in the remarks block of the Form 1276-D, Daily Shower Order/Invoice Continuation Sheet.

G.2 MOBILE SHOWER FACILITY - USAGE

- 2.1 Payment for use of a Mobile Shower Facility Unit shall be made only when properly ordered and approved by the Government and at the rates offered in Section B.
- 2.2 If an order is canceled prior to reaching the incident, 1 day of usage will be paid. If an order is canceled or if the Contractor is released after service has begun, a minimum of 2 days of usage will be paid.
- 2.3 If Mobile Shower Facility arrives after the stated time that services are to begin, payment will start at the beginning of the next time set for showering by the Contracting Officers Representative (COR) or Facilities Unit Leader (FACL) or the next day, whichever comes first.
- 2.4 Payment for shower usage shall begin when the Mobile Shower Facility has water and is ready for showering at the time agreed upon or when personnel begin showering, whichever comes first. When the Contractor has arrived at the incident in a timely fashion and the Government delays selection of site location for set-up, payment for the Mobile Shower Facility will begin at the time of arrival at the incident.
- 2.5 Payment, for partial days at the beginning and ending of the use period, or when a Mobile Shower Facility Unit becomes unavailable, shall be made at one-half the daily rate when service is provided for 8 hours or less at the end of the use period. A full day of usage will be paid when service goes beyond noon. Any release prior to noon on the last day of service will be paid one-half of the daily rate. If the Contractor's gray water does not get pumped until after twelve noon, a full-day usage will be paid.
- 2.6 When incident camp populations for people showering exceeds 75 people per shower head, the Contractor shall be paid an additional 50 percent of the applicable usage rate. The number of personnel shown on the Incident Resource Locator Cards (minus spike, administrative, or other persons not showering at the incident) shall be used to determine incident camp population as calculated by the COR or FACL.
- 2.7 When the demand of the incident exceeds the capability of the Mobile Shower Facility Unit and additional Mobile Shower Facility Units are ordered and utilized, the total number of shower heads for all units will be the basis for determining whether or not the camp population exceeds 75 people per shower head.

G.3 INTERMITTENT USE OF CONTRACTORS WATER VEHICLE

Payment for the intermittent use of the Contractors water vehicle that is part of the Mobile Shower Facility Unit shall be computed on an hourly basis at the rates shown in Section B (total rate not to exceed that of a 10-hour day). Intermittent use involves the use of part of the Contractors Mobile Shower Facility Unit (i.e., the potable water truck) in the support of camp operations away from the shower unit, such as supporting a Mobile Food Service Unit. It does not include use such as filling up canteens or other containers at the shower location for which the Contractor is already compensated with mileage costs.

G.4 RELOCATION FEE

Each additional setup/takedown of a Mobile Shower Facility Unit properly ordered by the Government beyond the initial setup/takedown at an incident shall be paid at the relocation fee rate specified in the Section B. The actual mileage, based on Government verified odometer readings, shall also be paid at the mileage rate specified in Section B.

G.5 OPTIONAL EQUIPMENT (WATER VEHICLES AND/OR HAND WASHING STATIONS)

- 5.1 Optional water vehicles and hand washing stations shall be ordered from the Designated Dispatch Points and leave from the Designated Base of Operation during the availability dates identified in the Section B. For payment purposes, mileage shall be measured from the location of the Contractor's Base of Operations, or other properly approved location, at time of dispatch to the incident(s) using the Rand McNally Road Atlas© or Microsoft Expedia Streets & Trips© to the town nearest the incident and from there to the Incident on Government verified odometer readings. If the Contractors optional equipment has been released from an incident, the mileage shall be measured from the town nearest the incident to the next assigned incident based on Government verified odometer readings. If the Contractor is not dispatched from one incident to another, mileage shall be measured from the last incident location to the Designated Base of Operations in Section B or other location approved by the Contracting Officer.
- 5.2 Mileage for the optional water vehicles ordered, to and from the incident, shall be at the rates offered in Section B. Additional mileage rates shall not be paid for getting supplies or making repairs on the equipment while at an incident.
- 5.3 Mileage while in use at the incident shall be paid by the Government at the applicable rates shown in Section B.
- 5.4 If an order for optional water vehicles is canceled prior to reaching an incident, the Contractor shall be paid 1-day's usage plus actual mileage, if applicable. If an order is canceled after service has begun, a minimum of 2 days usage shall be paid.

- 5.5 Mileage shall not be paid for optional water vehicles or hand washing stations voluntarily brought to an incident.
- 5.6 When an optional water vehicle or hand washing stations is released from one incident and subsequently reassigned to another prior to returning to its Designated Base of Operations, it is the Contractors responsibility to inform the COR or FACL at the new incident of any changes or corrections in return mileage indicated on invoices submitted on prior incidents.

G.6 OPTIONAL WATER VEHICLES AND/OR HAND WASHING STATIONS - USAGE

- 6.1 Payment for use of the Contractors water vehicles and/or hand washing stations shall be made only when properly ordered and approved by the Government.
- 6.2 Payment for daily use shall begin when the optional equipment is ready for use and at the rates offered in Section B until the equipment released.
- 6.3 Payment for full days of availability and usage shall be made at the daily rates offered in Section B until the unit is released.
- 6.4 Payment for partial days at the beginning and ending of the use period or due to unavailability shall be made at one-half the daily rate when service is provided for 8 hours or less.
- 6.5 If equipment has begun service (equipment actually in use by camp personnel) and becomes unavailable, or for fractional days at the beginning and ending of the use period, one-half the daily rate shall be paid if service is provided for 8 hours or less.
- 6.6 Additional water vehicles and hand washing stations not on the Schedule of Items shall not be paid under this contract. They must be ordered using a local Emergency Equipment Rental Agreement or other valid procurement instrument and paid in accordance with the provisions therein.

G.7 MISCELLANEOUS CHARGES AND CREDITS

7.1 Equipment Repair, Supplies and Fuel.

Any costs incurred by the Government in repairing the Contractors equipment and/or providing Government furnished supplies/fuel to the Contractor shall be deducted from payments due to the Contractor on a daily basis on Form 1276-D, Daily Shower Order/Invoice Continuation Sheet.

- 7.2 Lost/Damaged Equipment Or Supplies. Any Contractor equipment or supplies lost or damaged by the Government and certified as lost or damaged by the COR or FACL shall be credited to payments due the Contractor on Form 1276-D, Daily Shower Order/Invoice Continuation Sheet and submitted to the Contracting Officer for approval.
- 7.3 License and Permits. Contractors are responsible for all licenses and permits needed to perform work under this contract. However, when a Mobile Shower Facility Unit is dispatched outside the state of the Designated Dispatch Point (DDP), the following shall apply:
- 7.3.1 Permits and licenses purchased as a result of being dispatched to an incident outside the State of the DDP shall be credited to payments due the Contractor.
- 7.3.2 Proof of expenditures shall be attached to the 1276-D, Daily Shower Order/Invoice Continuation Sheet. Without original license and permits, payments shall not be made.
- 7.3.3 Payment shall be limited to those vehicles that comprise the Mobile Shower Facility Unit as shown in Section B.
- 7.4 Commissary. Commissary items available at an incident may be purchased by Contractors employees on a cash basis only. These items shall not be shown as deductions on the 1276-C and D, Daily Shower Order/Invoice and Continuation Sheet.
- 7.5 Sales/Use/Privilege Tax. The Contractor is required to pay all applicable taxes. However, the Government shall reimburse the Contractor for all applicable state sales/use/privilege taxes assessed on earnings under this contract. If tax is known at time of invoice preparation the tax shall be entered as a separate line item under Miscellaneous Charges and Credits on Form 1276-D, Mobile Shower Order/Invoice Continuation Sheet. Otherwise the Contractor may invoice taxes separately to the payment office. Invoices must identify charges applicable to each incident by name and reference back to the previously submitted invoices. The Government shall only reimburse the Contractor the taxes the Contractor is required to pay. If the Contractor is eligible for tax exemptions or exclusions, the Government shall not provide reimbursement. Any tax rebates shall be refunded to the Government. Proof of expenditures shall be attached to Form 1276-D, Daily Shower Order/Invoice Continuation Sheet and forwarded to the Contracting Officer for approval.

G.8 PAYMENT PROCEDURES

- 8.1 All Mobile Shower Facility usage, relocation fees, mileage and intermittent water vehicle usage will be itemized on Form 1276-C, Daily Shower Order/Invoice, and Form 1276-D, Daily Shower Order/Invoice Continuation Sheet.
- 8.2 Optional water vehicle and hand washing station usage and mileage shall be itemized on Form 1276-C, Daily Shower Order/Invoice.

- 8.3 Any additional credits or deductions shall be shown on Form 1276-C and 1276-D, Daily Shower Order/Invoice and Continuation Sheet. The Contractor shall certify on the last invoice that all fuel purchases, etc., have been accounted for and documented on Contractors invoices prior to leaving incident.
- 8.4 The Contractor and COR or FACL must print their names and also affix a signature on Form 1276-C Daily Shower Order/Invoice, and 1276-D, Daily Shower Order/Invoice Continuation Sheet. The Government representative shall include his/her title, work address and work phone number and the Contractor shall include his/her title and phone number. Invoices not signed by the Contractor AND the COR or FACL shall not be paid.
- 8.5 The invoices shall be dispersed as follows:
- 8.5.1 Original - The original of every invoice shall be submitted by the Contractor to the USDA-FS, Boise National Forest (USDA-FS, BNF), Fiscal & Accounting, 1249 S Vinnell Way, Boise, ID 83709.
 - 8.5.2 Gold - The Contractor shall keep the gold copy for their personal records.
 - 8.5.3 Pink - The FACL shall keep the pink copy for their personal records.
 - 8.5.4 Blue - The blue Contracting Officer copy shall be sent to the Boise NF fiscal office by the COR or FACL for verification of the original invoice submitted by the Contractor. The Boise National Forest Fiscal Office shall forward the blue copy to the Contracting Officer after payment is made.
 - 8.5.5 Green - The Documentation Unit Leader shall keep the copy for the incident files.
- 8.6 Payment shall be made upon receipt of proper invoices, and paid in accordance with the Prompt Payment Act (see Section I.19)
- 8.7 No payment shall be made under this contract for supplies or services not priced in Section B. Additional water vehicles and hand washing stations not in the Schedule of Items shall not be paid under this contract. They shall be ordered using a local Emergency Equipment Rental Agreement or other valid procurement instrument and paid in accordance with the provisions therein.

G.9 ELECTRONIC FUNDS TRANSFER

- 9.1 Contractors are required to have invoices paid electronically under Vendor Express, by contacting the National Finance Center (NFC), Miscellaneous Payments Section, located in New Orleans, LA. Contractors can reach NFC by calling telephone number 1-800-421-0323. Upon notification, NFC will forward an enrollment package that will include Form NFC-1107 with an assigned nine-digit vendor identification number. The package will include all necessary instructions for setting up an electronic account. If there are any questions or problems, contact the Contracting Officer.